

State of Alabama  
Personnel Department  
64 North Union Street  
P. O. Box 304100  
Montgomery, AL 36130-4100  
Phone: (334) 242-3389  
Fax: (334) 242-1110  
[www.personnel.state.al.us](http://www.personnel.state.al.us)

Continuous Announcement

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## ADMINISTRATIVE SUPPORT ASSISTANT II – 10197

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Salary: \$22,272.00 - \$36,489.60  
Announcement Date: January 31, 2007  
Revised Date: September 1, 2008

### **JOB INFORMATION**

The Administrative Support Assistant II is a permanent full-time position used by various agencies throughout the State. This is advanced and/or supervisory office support work involving a variety of tasks and work methods. Employees in this class are responsible for making decisions and solving problems utilizing their knowledge of the activities, practices, applicable functions, rules and regulation of the organization in which employed.

### **MINIMUM REQUIREMENTS**

- High school diploma or GED certificate
- Three years of responsible clerical experience

### **NOTE**

- **Typing skills are required for some but not all jobs in this classification. If you wish to be considered (selectively certified) for positions that require typing. We must receive a Certificate of Proficiency which describes your skill level.** You should make your own arrangements to take the proficiency test. Certificates of Proficiency are accepted from proficiency test administrators at Alabama Career Centers and business education teachers in Alabama public and private high schools, accredited business schools, trade schools, and two-year and four-year colleges. **Certificates of Proficiency submitted by candidates will not be accepted.** The minimum typing rate is a net of 50 words per minute with 10 or less errors.

### **BENEFITS**

- Employer Paid Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

### **EXAMINATION**

- **Open-Competitive** to all applicants
- **Written Multiple Choice Exam**
- The written test will measure your ability to compose phrases or sentences, organize documents, and detect errors in grammar or punctuation. Spelling and numerical transcription will be tested. The test will also measure your ability to enter simple information on forms, to read and follow instructions, and knowledge of grammar and punctuation.

### **HOW TO APPLY**

- Complete an Application for Examination Form available at [www.personnel.state.al.us](http://www.personnel.state.al.us), the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. *Applications will be accepted until further notice.*

**THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Please refer to the back of this announcement for complete information on State Personnel's policy for accepting post-secondary and advanced degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

### **State of Alabama Personnel Department Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees**

1. Specific college coursework required for a job, as well as Bachelor's, graduate, post graduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States. These associations are listed below.

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASC-CIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program. For example, if a regionally accredited school accepts an applicant's bachelor's degree for admittance into a graduate degree program, State Personnel will accept the degree. In the case of required college coursework (but no degree requirement), State Personnel will accept the college coursework if a regionally accredited school accepts the coursework towards a post-secondary degree (e.g., a bachelor's degree). **This must be documented by a letter of acceptance from the regionally accredited school.** State Personnel will review such requests on a case-by-case basis.

Note: This policy is subject to change. Certain state agencies may have additional requirements.

## MEMORANDUM

**TO:           Persons Interested in Continuous Announcements**

**FROM:       State Personnel Director**

**SUBJECT:   Weekday Testing For:**

**Clerk (10121)**  
**Administrative Support Assistant I (10196)**  
**Administrative Support Assistant II (10197)**  
**Administrative Support Assistant III (10198)**  
**Retirement Counselor (10875)**  
**State Trooper (60203) every other month**  
**State Capitol Police (60637)**

Effective immediately the State Personnel Department will administer the written test for the above job classifications once a month on a selected Friday.

Individuals wishing to take the written test on a Friday must call the State Personnel Department at (334) 353-3492 to receive instructions about the testing schedule.

**TEST CENTER SPACE FOR FRIDAY TESTING IS LIMITED SO APPLICANTS WILL BE SCHEDULED ON A FIRST CALL/FIRST SERVE BASIS. SCHEDULED CANDIDATES WILL BE REQUIRED TO HAVE AN ACCEPTED APPLICATION IN STATE PERSONNEL OFFICE 7 DAYS PRIOR TO BEING TESTED. CANDIDATES WILL BE SENT A CARD BY MAIL AND MUST PRESENT THIS NOTIFICATION CARD AND A PICTURE IDENTIFICATION TO BE ADMITTED TO THE TEST.**

Friday tests will be conducted **ONLY** in the office of the State Personnel Department located at the following address:

300 Folsom Administrative Building  
64 North Union Street  
Montgomery, Alabama 36130

**NOTE:** Friday testing will be offered in addition to the regular statewide testing conducted throughout the year for these job classifications on Saturdays.